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OL/FMD WEEKLY REPORT

PERIOD ENDING 15 JUNE 1988

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None.

2. Major Events that Have Occurred During the Preceding Week:

✓ a. On 13 June, the Contracts Staff, FMD/OL, issued a Modification to the DICON Contract. The modification required DICON to provide a turnkey design and construction effort to reconfigure the underfloor conduit system for areas F and H of the Second Floor Computer Center in the North Tower of the New Headquarters Building (NHB). The total value for the work, including the subcontracted construction, is \$57,639, to be funded by the Office of Information Technology (OIT). The modification also included \$8,555, funded by the Office of Security (OS), for DICON to design a Closed Circuit Television System for OS. [REDACTED]

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b. Day Care Center Project: On 10 June, FMD representatives met with the National Capital Planning Commission (NCPC) to review the Headquarters compound master plan as it relates to the day care center. FMD returned the master plan to the A-E contractor, SAIC Architects, Incorporated, for revisions which will be formally resubmitted to the NCPC prior to 1 July. NCPC anticipates that the formal review process will take up to 60 days. [REDACTED]

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[REDACTED]

✓ d. Color determinations for standard door and NHB wall accent paint have been completed. The Interior Design Staff, ~~FMD~~/OL, has specified these to Allied for inventory replenishment and commencement of painting accent walls in open plan areas of the NHB. To date, five of the six areas for the July move-in have been painted. [REDACTED]

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25X1 e. On 9 and 13 June, the Chief, M&CB held meetings with the Chief of the Information Service Center (ISC), OTS, to discuss M&CB's future support capability for the ISC when it is opened on the second floor of the North Tower, NHB. [REDACTED]

25X1 f. Significant Construction Projects: The Engineering Branch, Operations, FMD/OL, has been reviewing Allied's operation of the chilled water system at the Central Plant and the Original Headquarters Building (OHB) with specific attention being given to efficient operation of the system to maximize the ability to deliver cooling to the compound. Some of the actions being taken include: obtaining technical data and measuring actual electrical load for the computer workstation selected as standard for the Agency, which will allow updating of the projected heat loads within the compound; updating of the projected large computer load in both OHB and NHB based on current HCS and Office of Information Technology (OIT) computer equipment; and finalization of NUS Corporation's feasibility study on installing two additional chillers in NHB to increase overall chilled water capacity and improve site distribution of the system. [REDACTED]

g. Significant Customer Service Efforts:

25X1 (1) The Mail and Courier Branch (M&CB), FMD/OL, assumed responsibility for transporting payroll computer tapes for the Office of Finance/Monetary Division from the OIT office from which they are being generated to Treasury Annex (GAO). This task had previously been accomplished by OIT personnel. [REDACTED]
25X1 [REDACTED]

25X1 (2) M&CB reimbursed the Foreign Broadcast Information Service (FBIS) for postage costs incurred in metering of official mail generated by FBIS. This is the first time that OL's new policy regarding postage reimbursement has been applied. The basis for this policy was the necessity to abolish penalty indicia envelopes for CIA mail. [REDACTED]

25X1 (3) M&CB commenced mail service to the New Headquarters Building OIT computer center (3S59). This is the first office in the new Headquarters Building that has been brought on line in terms of mail delivery. [REDACTED]

25X1 (4) The Executive Dining Room (EDR) successfully ran account member bills on the new Point of Sale (POS) system for the month of May. The POS-generated bills were mailed to EDR regular and associate members. [REDACTED]

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h. Operational Support.

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i. In coordination with officials from United States Postal Service (USPS), the Mail and Courier Branch (M&CB), FMD/OL, has made arrangements to exchange a surplus of \$6,850 in unused postage stamps for credit on the postage meter being used in M&CB. This is not normally an accepted practice within USPS and it was accomplished as a result of M&CB's close working relationship with USPS representatives. [redacted]

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j. On 7 June, the Contracts Staff, FMD/OL, issued to Ogden Allied an incremental funding modification with a value of \$575,885. This modification increases the funding on the Work Authorization Contract to \$3,357,184. [redacted]

k. West Lot 3 (adjacent to the Parking Deck) has been opened as an overflow lot for West Lot parking. *yes notice out*

3. Upcoming Events:

a. The Chairman of the Parking/Traffic Task Force will hold a meeting on 16 June to discuss the parking allocation.

b. The Parking Office will issue D.C. official parking permits during the upcoming week.

4. Management Activities and Concerns:

Personnel: During this period, five summer only employees reported to FMD. Also, [redacted] a new employee, was assigned to the Mail & Courier Branch, FMD/OL.

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[redacted] Chief
Facilities Management Division

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